



APPLICANT INFORMATION PACKAGE

PROJECT MANAGER – BLAYNEY

Central Tablelands Water provides quality drinking water to the Blayney, Cabonne and Weddin local government areas and bulk water to Cowra Council.

We currently have the following position available located in the Blayney area:

- **Project Manager** – Full time annual salary range \$78,780 to \$95,316, plus 11% superannuation.
- 9 day fortnight (Rostered Day Off each 10 working days)
- Full private use of a Council vehicle under a leaseback agreement.
- For more information about the position and how to apply go to <https://www.ctw.nsw.gov.au/about-us/employment/> or contact the Director Operations & Technical Services, Noel Wellham during business hours on 02 6391 7200 or email: nwellham@ctw.nsw.gov.au

Applications close at 5pm Wednesday 28 February 2024.

ABOUT THE COUNCIL

Central Tablelands Water is the trading name adopted by Central Tablelands County Council, a water supply authority constituted under NSW Local Government Act 1993.

First proclaimed in 1944 the county embraces the Shires of Blayney, Cabonne and Weddin providing quality drinking water to these communities. Bulk water is also supplied to Cowra Shire Council to service rural consumers and the villages of Woodstock and Gooloogong. The Council currently has approximately 6,000 water connections and provides potable water to around 15,000 consumers in 14 towns and villages.

Central Tablelands Water County Council has a constituency of three local government areas, namely, Blayney Shire, Cabonne Shire and Weddin Shire. The Council comprises two delegates each elected by their constituent council for a four-year term.

Our Vision:

An independent Regional Water Authority providing a quality water supply - reliably and sustainably

Our Values:

We value our:

- Customers
- Independence, sustainability, efficiency and innovation
- Skilled and capable workforce in delivering an essential service
- Role as a regional collaborative partner and leader

ABOUT THE POSITION

The position of Project Manager is an operational position, to support the current workforce based in Blayney. The Project Manager reports directly to the Director Operations & Technical Services (DOTS).

The primary purpose of the position is to ensure project deliveries meet the intended design goals, needs and scope using Council's Project Management Systems and procedures. This is to be achieved by assisting DOTS with the development, improvement, and implementation of all project related activities, including creation of expression of interests, request for tender documentation, assessment and control of project risks, and regular progress reporting covering Work Health and Safety (WHS), costs and program updates.

EMPLOYMENT

Employees of Central Tablelands Water are engaged under the conditions of the Local Government (State) Award which outlines the employee conditions such as leave, pay, hours of work etc. These conditions can be explained in more detail at the interview. For full time positions, employees work a 9-day fortnight. (1 RDO each 10 working days).

CTW is strongly committed to ensuring the safety and wellbeing of staff and complies with the relevant workplace health and safety legislation. All employees are required to comply with Council's Model Code of Conduct and all Council policies. The successful candidate will be required to undertake an induction process that includes acknowledgment and understanding of Council's Model Code of Conduct and relevant policies.

Salary for the position is aligned to the Award classifications with a minimum award entry level rate for the position. The CTW Salary system provides for a 7-step salary progression matrix and employees

can progress onto higher levels of pay based on demonstrated achievement of skills and performance as assessed annually.

The Project Manager position has a 13-week probation period. During that time the work performance will be assessed to determine if the appointment is confirmed.

The successful applicant will be required to undertake a full medical assessment prior to commencement with Council. Uniforms and personal protective apparel will be provided to the successful applicant.

HOW TO APPLY

In applying for the position, your application should include the following:

- a covering letter specifying the position you have applied for and outlining why you are the most suitable person for the role.
- a copy of your resume, including 2-3 referees (preferably they can confirm your skills to undertake the position).
- a document outlining how you are able to satisfy each of the essential and desirable criteria outlined in the position description below.
- ensure that your contact details are included in your resume (both mobile and email).

LODGING YOUR APPLICATION:

Your application should be saved as a pdf document and emailed to the contact officer Director Operations & Technical Services (DOTS), Noel Wellham at nwellham@ctw.nsw.gov.au. If you would like to discuss your application or have any questions regarding the position, please email the contact officer or phone 02 6391 7200.

Applications close at **5pm Wednesday 28 February 2024**.

SELECTION PROCESS:

A selection and interview panel will be formed, and they will be responsible for conducting a review of all applications and selecting who will be offered an interview. Applications are compared and a short list will be determined. If you are successful in being shortlisted, you will be contacted by phone and email to offer you an interview.

The interviews are scheduled to take place in the week commencing 11 March 2024 and will be held at the CTW Administration Office, Blayney.

INTERVIEW PROCESS

If you are offered an interview you will need to bring a copy of any relevant qualifications. The panel will ask you a range of questions about the role, your experience and capability to undertake the functions of the role.

The interview is a chance for you to meet the panel, and for the panel to get to know you a bit more. It is your opportunity to demonstrate your suitability for the position. You will also have the opportunity to ask any questions regarding the position as well.

SELECTION

Once the panel has interviewed all the shortlisted applicants, they will make a recommendation on which applicant should be offered the position. This will be based on the application, interview, referee reports and any other tests or assessments. In some circumstances you may be called back for a second interview.

Applicants who were not successful will be notified by email as soon as possible after an offer has been accepted by the successful applicant.

CONFIDENTIALITY

As part of the recruitment process, we will be collecting information about you. This information is private information for the purposes of the Privacy and Personal Information Protection Act. This information will be included in the recruitment file and accessed by Council Records Staff and members of the Recruitment Selection Panel. Applicants may request their information be returned to them at the conclusion of the recruitment process.

Position Description – Project Manager

Directorate	Operations and Technical Services
Location	Blayney
Classification/Grade/Band	G5 B2 L3 (\$1,515 to \$1,833 per week)
Date position description approved	6 February 2024

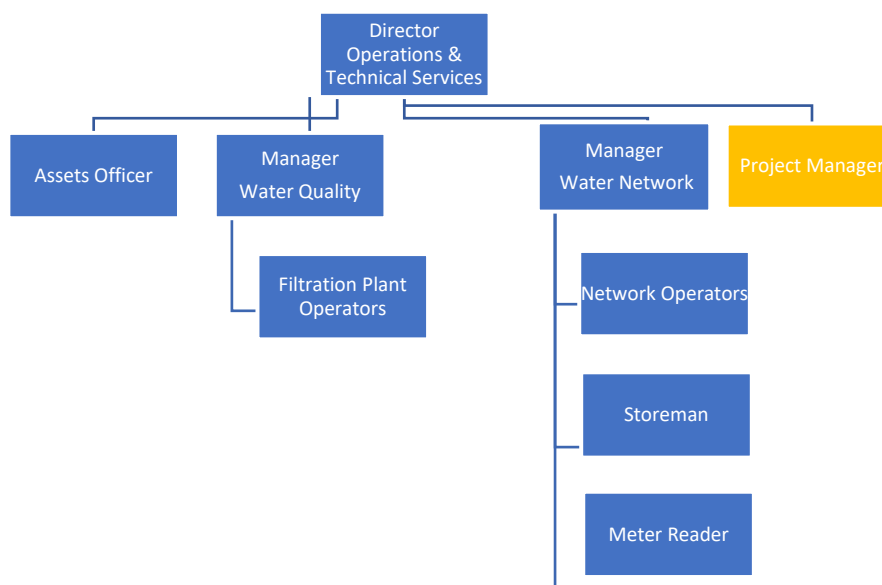
Council overview

Central Tablelands Water is a County Council providing drinking water supply to the Blayney, Cabonne and Weddin local government areas and bulk water to Cowra Council.

Primary purpose of the position

Ensure project deliveries meet the intended design goals, needs and scope using Council Project Management Systems and procedures by assisting Director of Operations & Technical Services (DOTS) with the development, improvement, and implementation of all project related activities, including creation of EOI's, RFT/Q at tender stage, assessment and control of project risks, and regular progress reporting covering Work Health and Safety (WHS), costs and program updates.

Reporting Structure



Key accountabilities

1. Assist with planning, budget preparation, design, delivery, and closeout of Council's short-medium-and-long-term Capital Works programs.
2. Ensure that CTW's Project Methodology and Project Management Policy are applied consistently across projects.
3. Apply CTW's Contractor Management Policy is applied consistently across projects.
4. Assist with the planning, budget preparation, design, delivery, and ongoing maintenance scheduling of Council's existing asset infrastructures i.e. Reservoirs, Pump Stations, and Pipelines.
5. Undertake a variety of asset and project management activities including, but not limited to, statistical data collection and oversee installation of additional statistical data collection points where necessary, onsite maintenance inspections, register updates, condition inspection and assessment, investigation, research, data input, risk management, scenario modelling, and timely report generation.
6. Assist with the development and/or delivery of best practice project management plans by providing timely and accurate project reports and supporting documentation.
7. Work closely with Council's Asset Officer for the continuous update and review of Council's asset risk assessment tools and risk registers.
8. Actively participate as a member of the CTW Management team in the delivery of infrastructure to meet and exceed the Australian Drinking Water Guidelines for delivery of quality drinking water to the community.
9. Investigate and make recommendations to DOTS on perceived efficiencies and new technologies that relate to continuous improvements to Council's assets and workplaces.
10. Assist with the generation of Council reports relating to ongoing projects.
11. Adhere to the WHS Act and Council's WHS policies and procedures including undertaking ad hoc safety auditing of CTW worksites and activities.
12. Ensure that all duties undertaken are performed in a manner consistent with the policies of Council, the expectations of management and with respect for fellow employees.
13. Maintain an effective liaison with constituent councils.
14. Assess and improve work practices and procedures on a continuous basis to achieve or exceed CTW's strategic goals.
15. Demonstrate and promote ethical cultural behaviours within CTW and commit to applying CTW's values, policies, and procedures at all times.
16. Willingness to be trained in the operation of council's telemetry system and assist in the Telemetry On Call roster.
17. Undertake other duties as directed, commensurate with your level of responsibility and skills.

Essential selection criteria:

1. Certificate IV level qualifications in a relevant engineering field or equivalent qualifications or relevant long-term experience applicable to the role.
2. Experience in project management combined with a solid working knowledge of project management practices and procedures.
3. Experience in contract management.
4. Knowledge of procurement practices.
5. Well-developed computer skills in the use of Microsoft Office products, including Microsoft Project.
6. Well-developed communication and reporting skills.
7. Ability to work accurately, with attention to detail, use initiative, focus on results, and meet predetermined targets.
8. Ability to work alone and as part of a team to achieve collective results.
9. Current Class C Driver Licence





Desirable selection criteria:

1. Experience working in NSW Local Government.
2. Working knowledge of Corporate Management Systems.
3. Experience in civil engineering relating to concrete structures, pipeline, and pipeline infrastructure.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Intermediate
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Advanced